



SALEM COUNTY IMPROVEMENT AUTHORITY
Position Description

SEASONAL LABORER

BASIC FUNCTION

Under the direction of the Solid Waste Division Manager, the Seasonal Laborer is to work an annual average of forty (40) hours per week and is responsible to perform duties related to laborer well established procedures and other duties as assigned. This position is a temporary, seasonal (summer) position which starts in May/June and continues until August/September. The Seasonal Laborer person will be an individual who possesses a background and knowledge in the areas of janitorial and general ground maintenance. The Seasonal Laborer person will be required to perform manual and physical labor, in relation to semi-skilled labor, (such as the operation of grass cutting equipment, maintenance and cleaning equipment, use of simple hand tools and driving a pick-up truck). The Seasonal Laborer person will be responsible for reporting directly to the Landfill Site Manager and will work independently and/or in conjunction with other employees of the Salem County Improvement Authority.

DUTIES

(Any one position may not include all of the duties listed nor do the examples cover all the duties which may be performed.)

Reports to the Landfill Supervisor.

Monitors convenience center customers, informs supervisor or other appropriate staff of any suspicious waste hauling activity.

Receive all visitors to the facility and direct them accordingly, notifying the Solid Waste Division Manager and/or Landfill Site Manager as required.

Maintains cleanliness of scale house, scalemaster work area and equipment to provide a healthy and safe work environment

Cleans scalehouse, maintenance and office buildings

As a backup to office staff, answers the telephone, takes appropriate messages, forwards appropriate calls, answer questions and provides general information regarding the scalehouse operation or convenience center, as necessary.

Ability to perform general clean up tasks around facility and buildings. (Administration office, lunchroom, maintenance garage, pole barns, storage shed, etc.)

Run various pieces of light duty motorized equipment required to complete assigned tasks, (i.e., pickup truck, water truck, lawn mower, leaf blower, weedwacker and simple hand tools.)

Updated: 5/29/2014

Mows common and public areas (not landfill) of Authority properties and landscapes facility as needed- mulch, trim, weeds, etc.

Cleans all parking lots and roll-off containers as necessary

Performs routine maintenance on Authority offices and buildings as required

Picks up litter

Follow all safety rules and regulations at all times.

Other related duties as assigned by the Division Manager and/or Landfill Supervisor as required.

QUALIFICATIONS

High school graduate or equivalent. Ability to proof-read. High school level knowledge of spelling and arithmetic.

Work experience in the manual and physical functions related to position

Have the ability to read, write, speak, understand or communicate in the English language sufficiently to perform the duties of this position.

Ability to work in an efficient and courteous manner.

Ability to follow oral and written instructions.

A minimum knowledge of the manual and physical functions related to position and the ability to perform these functions.

Possess current, valid NJ Driver's License, may be required to travel to other divisions.

Most obtain Safety training

PHYSICAL REQUIREMENTS

Physical demands require some physical exertion; work may require lifting of heavy objects of up to 50 pounds, recurring bending, standing, walking or similar activity.

Ability to walk 100 yards at a time.

Work environment may require exposure to various climate conditions and require special safety precautions.

Ability to make photo copies, send faxes, apply postage and scan documents.

Ability to drive personal or SCIA vehicle to as required and /or attend job related education and training course, seminars and conferences in accordance with SCIA policies.

Updated: 5/29/2014

Ability to use personal computer for on line safety training, word processing, e-mail, etc.

Ability to use desktop and cell phone for work related calls and messages.

CORE HOURS OF SOLID WASTE DIVISION ARE:

Monday- Friday: 7:30 am - 4:00 pm

Saturday: 7:30 am- 3:00 pm